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# GUIDELINES AND FORMS FOR PREPARING GRANT APPLICATIONS

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## For The Reclamation and Development Grants Program

MONTANA DEPARTMENT OF NATURAL RESOURCES & CONSERVATION

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RECLAMATION AND DEVELOPMENT GRANTS PROGRAM  
GUIDELINES AND FORMS FOR PREPARING GRANT APPLICATIONS

EDITOR'S NOTE TO THE READER

Page numbers referenced in the narrative portion of the text are in error. In most cases the correct page reference can be readily discerned. The following table contains the page number on which the error appears, the incorrect page reference, and the corrected page reference.

Please excuse the inconvenience. If you need further clarification, please call us at 444-6668.

Thank you.

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## RECLAMATION AND DEVELOPMENT GRANTS PROGRAM

### BACKGROUND AND POLICY

The Reclamation and Development Grants Program (RDGP) is a state funded grants program designed to fund projects that indemnify Montana citizens for the effects of mineral development on public resources and that meet other crucial state needs serving the public interest and the total environment of the people of Montana. The program, established by the 1987 Montana Legislature, is administered by the Montana Department of Natural Resources and Conservation (DNRC).

The funding source for this program is the interest income from the Resource Indemnity Trust Fund (RITF). This fund, established by 15-38-201 MCA, receives proceeds from taxes levied on mineral production. The 1987 Legislature directed that beginning in state fiscal year 1990, 46 percent of the interest income from the RITF must be allocated to the Reclamation and Development Grants Program (approximately \$5.5 million/biennium). During previous state fiscal years 1986 through 1991, 63 projects totaling more than \$10 Million have been funded.

### PROGRAM PURPOSE

The purposes of the Reclamation and Development Grants Program are to:

- (1) repair, reclaim, and mitigate environmental damage to public resources from non-renewable resource extraction; and
- (2) develop and ensure the quality of public resources for the benefit of all Montana citizens.

## INTRODUCTION

The Governor must submit to each regular session of the Legislature a list of all grant proposals with his recommended priorities for funding. In order for the Governor to meet this requirement, DNRC solicits, evaluates, and ranks each application submitted to the program and forwards its recommendations for funding to the executive office just before each regular session. All projects funded by the Legislature are routinely monitored for technical and financial compliance throughout an agreed contract term. Each biennium DNRC prepares a report on the status and results of previously funded projects and presents the report to the Legislature with the Governor's funding recommendations.

## ELIGIBILITY REQUIREMENTS

(1) Except as provided under sub-section (2), to be eligible for funding under the Reclamation and Development Grants Program, the proposed project must provide benefits in one or more of the following categories:

- (a) reclamation of land, water, or other resources adversely affected by mineral development;
- (b) mitigation of damage to public resources caused by mineral development;
- (c) research, demonstration, or technical assistance to promote the wise use of Montana minerals, including efforts to make processing more environmentally compatible;
- (d) investigation and remediation of sites where hazardous wastes or regulated substances threaten public health or the environment; and
- (e) research to assess existing or potential environmental damage resulting from mineral development.

(2) If sufficient eligible and qualified applications satisfying the mineral development objectives provided for in sub-section (1) are not received or if there is a crucial state need, DNRC may evaluate and the Governor may recommend that the Legislature approve funding for projects that:

- (a) enhance Montana's economy through the development of natural resources; or
- (b) develop, promote, protect, or further Montana's total environment and public interest, including the general health, safety, welfare, and public resources of Montana citizens and communities.

"Mineral development impacts" and "crucial state need" categories will be given equal preference in the ranking process. Projects not fitting into either of these two categories will be designated as "other." These "other" projects will be given secondary preference in the ranking process. DNRC will conduct a review and screening of all applications to determine eligibility under these three categories. This review procedure is described on page 5 of this booklet.

#### OTHER ELIGIBILITY REQUIREMENTS

In addition to meeting the project eligibility requirements listed on pages 2-3, a project must:

- (1) be technically and financially feasible;
- (2) be the best cost-effective alternative to address a problem or attain an objective;
- (3) comply with statutory and regulatory standards protecting environmental quality; and
- (4) be from an applicant able and willing to enter into a contract with the Department for the implementation of the proposed project or activity.

A project is not eligible for funding under the Reclamation and Development Grants Program to the extent that the project is



eligible for and can reasonably be expected to receive partial or complete funding from other state or federal programs or any program or act that provides funding to accomplish remedial action for environmental damage or if the project is permitted under Title 82, Chapter 4 or 11 (Reclamation and Oil and Gas Conservation statutes, respectively).

A proposed project is not eligible for funding under the Reclamation and Development Grants Program if there is a liable party who would be relieved of financial or legal responsibility and who can reasonably be expected to be held responsible. As appropriate, an applicant must furnish to DNRC information on the project requested on page 32 which will be used as a preliminary assessment to determine whether or not there is a liable party. Additional information may be required after a project is approved for funding and a final determination on the existence of a liable party will be made before any funds are disbursed to the project.

The Reclamation and Development Grants Program is not intended to be a continuous funding source for the administration or personnel costs of long-term activities or programs that are more appropriately funded through the state budget process. The Department may recommend that such ongoing activities or projects not be recommended for funding. For short-term projects that are part of long-term projects or programs, the Department may recommend funding if the project realizes discrete, identifiable products upon completion of the short-term projects or phases.

#### APPLICANT ELIGIBILITY

Any department, agency, board, commission, or other division of state government or any city, county, or other political subdivision or tribal government within the state may apply for a grant from the Reclamation and Development Grants Program.



## FUNDING LIMITS

No grant may exceed \$300,000. An applicant proposing more than one project may submit a separate application for each. There is no minimum funding limit.

## LEVERAGE OF OTHER FUNDS

With limited funds available, it is often in the applicant's best interest to seek out and secure other financial resources to increase the project impact. Projects that "leverage" funds in this manner will receive consideration in the project ranking. Matching contributions may be in the form of in-kind services or cash. However, all contributions must be targeted for expenditure on the project specifically identified in the application. Funds or services expended on the project prior to application are eligible as matching contributions to the extent that they apply directly to the project being applied for and are substantiated by accounting records.

## SUBMITTAL AND REVIEW OF APPLICATION

In February of even-numbered years the application period opens for grants. Applications are accepted until May 15 of that year. The Department reviews and ranks the applications during the following summer and early fall.

The application review and evaluation process consists of two major steps:

- (1) review and screening of applications, and
- (2) application evaluation and ranking.

### I. Review and Screening of Applications

Immediately following the application submittal deadline, the Department will review each application for conformance to

basic eligibility requirements and for completeness in responding to the information requested in this application booklet.

In general, information submitted by the applicant after the due date for applications will not be considered unless specifically requested by the Department. Applicants are expected to inform the Department of any developments during the review process that would affect the viability of the proposed project. The Department may contact the applicant to obtain omitted information, to clarify issues, or to verify information contained in the application.

The Department may supplement application materials, as needed, by consulting public or private agencies knowledgeable about proposed projects or particular problems. The Department will provide for outside technical review of applications by other public or private agencies or professionals when deemed necessary to ensure adequate review. Site visits may be made to the proposed project area to verify or further evaluate information contained in the application.

A project must clearly provide benefits in one of three categories: mineral development impacts, crucial state need, or other. An applicant must identify in the application which category it feels it is eligible under.

#### A. Mineral Development Impacts

The Act clearly states which types of projects or activities are eligible under the mineral development impacts category. Please refer to page 2, Eligibility Requirements (1).

However, the Act also states that the application must be "qualified." For purposes of determining which applications are eligible and qualified under the mineral development impacts category, the Department will review proposed projects for 1) public benefits, 2) need, and 3) technical and financial feasibility. Applications that fail to meet basic eligibility requirements or that do not convincingly demonstrate public benefits, need, or

technical and financial feasibility will not be ranked and will be recommended for no funding. The Department will consider and evaluate completeness of applications and the specific responses to the sections contained in the Project Narrative section (pages 18-19) in making this assessment. Note: This assessment to determine which projects are "qualified" will also apply to crucial state need and other categories.

#### B. Crucial State Need

Applications submitted under the crucial state need category will be reviewed to determine if the project satisfies a crucial state need and thus merits equal preference with projects submitted under the "mineral development impacts" category. A project not distinguishable as fulfilling a crucial state need and otherwise not eligible under the mineral development impacts category, will be given secondary preference in the ranking process and will only be eligible for grant funding to the extent that it is qualified and that there are funds estimated to be remaining after funding recommendations are made in the mineral development impacts and crucial state need categories.

All projects proposed as fulfilling a crucial state need must document a set of circumstances or conditions that require action to prevent or eliminate severe and unacceptable damage to public resources or to capture extraordinary public benefits that would otherwise be lost. Documentation of crucial state need must include an analysis by a knowledgeable and authoritative source, preferably a state agency, and submitted with the application. The Department will determine which projects best fulfill these crucial state need requirements. To assist the Department in making this determination, the analysis must respond to the following:

- (1) the potential threat to public health or safety,
- (2) the validity of the problem or need,
- (3) the consequences of no action or delayed action,
- (4) the severity of the problem or need,
- (5) the number of people affected,
- (6) agency and public support for the project, and
- (7) agency opinion whether the project and its stated objectives will meet the need.

The Department reserves the right to evaluate each application on its relative merit as well as its individual merit. In determining relative merit the Department will rate each eligible crucial state need application relative to other eligible crucial state need applications. Failure of an application to clearly and convincingly demonstrate a crucial state need, as defined by the above criteria, will result in that application being assigned to the "other" category or as in the case with mineral development impacts applications, those crucial state need applications which fail to meet basic eligibility requirements or do not convincingly demonstrate public benefits, need, or technical and financial feasibility will not be ranked and will be recommended for no funding.

#### C. Other Projects

Projects that do not fulfill mineral development impacts or crucial state need eligibility requirements but are otherwise eligible under the Act will be given secondary preference in the ranking and recommendation process. These projects will be ranked and recommended for funding only if there are insufficient eligible and qualified projects in the mineral development impacts and crucial state need categories and if they are qualified and there are funds estimated to be available. Ranking of these projects will be distinct from mineral development impacts and crucial

state need projects. The evaluation criteria found on pages 31-33 will be used to rank eligible and qualified "other" projects.

## II. Application Evaluation and Ranking

A ranking system has been developed for objective evaluation of proposed projects. The various evaluation criteria carry different weight. Each criterion is assigned a numerical score representing its relative importance. Prospective applicants reviewing the weight assigned to these criteria should be able to determine the major issues involved in designing a competitive proposal and the relative effort that should be devoted to each criterion. Anyone with a question or concern regarding the ranking criteria should contact the Department before submitting an application.

After reviewing each eligible application and any technical review comments, a ranking team will assess the degree to which proposed projects respond to each criterion appearing on pages 31-33. Scores will be assigned to each project on the basis of how well it meets the criterion. If the ranking team determines that the applicant has inadequately documented specific statements made in the attempt to meet a criterion, it may assign a lower score. Numerical or percentage claims will be accepted and considered valid only if they are clearly substantiated by accompanying documentation. Note: For each criterion, applicants are required to state the page number(s) of the project narrative that provide the information specific to that criterion (see page 32).

Not all ranked projects may be recommended for funding. With the exception of eligible and qualified mineral development impacts projects, numerous applications grouped under one project type will be recommended for funding to the extent they do not



receive a disproportionate amount of total funding available and do not conflict with the preferences given mineral development impacts and crucial state need projects. A disproportionate amount of total funding occurs if funding of one project type severely limits the funding of diverse project types.

The ranking team will submit its recommendations for grant funding awards to the Conservation and Resource Development Division administrator and the DNRC director for their consideration, based on the scores assigned by the ranking team. The director will decide what funding levels and priorities will be submitted to the Governor, who reviews the recommendations and submits them to the Legislature. Applicants will be notified of legislative hearings regarding the program and may choose to testify in support of their projects. The Legislature will make the final ranking and funding decision. Applicants may wish to inform their local legislators concerning their project.

#### Evaluation Criteria

The Department will consider the following statutory criteria in evaluating eligible applications and in selecting projects to be recommended to the Governor for funding:

- (1) the degree to which the project will provide benefits in its eligibility category or categories;
- (2) the degree to which the project will provide public benefits;
- (3) the degree to which the project will promote, enhance, or advance the policies and purposes of the Reclamation and Development Grants Program;
- (4) the degree to which the project will provide for the conservation of natural resources;
- (5) the degree of need and urgency for the project;
- (6) the extent to which the applicant or local entity is contributing to the costs of the project or is generating additional non-state funds;
- (7) the degree to which jobs are created for persons who

- need job training, receive public assistance, or are chronically unemployed; and
- (8) other criteria necessary to carry out the policies and purposes of the Reclamation and Development Grants Program.

Note: The scoring system used to implement these criteria in the Department's review of eligible applications is outlined on pages 35-38.

#### FUNDING FOR APPROVED PROJECTS

Grant funds for projects approved by the Legislature are awarded in the order set by the Legislature as resource indemnity trust interest earnings become available throughout the two-year funding cycle beginning July 1 of every odd-numbered year; applicants are notified when grant funds are available for their project. GRANT FUNDS ARE AVAILABLE ONLY AS INTEREST EARNINGS ARE RECEIVED, SO A DECLINE IN INTEREST RATES MAY MEAN THAT SOME PROJECTS ON THE FUNDING PRIORITY LIST WILL NOT RECEIVE MONEY.

#### GRANTEE RESPONSIBILITIES

If your project is approved you must enter into a grant agreement with the Department before you will receive any funds. The agreement can be negotiated after your project is approved, or when your funding is available and secure. Detailed scopes of work and budgets are required in all agreements, and must be approved by the Department before you begin work on the project. EXPENSES INCURRED BEFORE THE GRANT AGREEMENT IS FINAL WILL NOT BE REIMBURSED.

The Department must approve contracting procedures for professional services. All state laws on contracting and bid procedures for public construction projects must be followed, and



grantees must keep accurate financial records and documentation for audits. Grantees must permit the Department to monitor performance and visit the project site.

Narrative progress reports and financial reports are required as set forth in the contract. When the project is completed, the grantee must prepare and submit a clear, comprehensive final report containing specific project details, a summary of project expenses, all data gathered, evaluation, results, and conclusions or recommendations. Photographic documentation is required for construction projects.

#### DEFINITIONS

- (1) "Crucial state need" means a documented set of circumstances or conditions that require action to prevent or eliminate severe and unacceptable damage to public resources or to capture extraordinary public benefits that would otherwise be lost. "Crucial state need" further implies that a project is of critical importance to Montana and its citizens.
- (2) "Financially feasible" means that adequate funds are available to complete the project as approved.
- (3) "Mineral" means any precious stones or gems, gold, silver, copper, coal, lead, petroleum, natural gas, oil, uranium, or other non-renewable merchantable product extracted from the surface or sub-surface of the State of Montana.
- (4) "Mineral development" means exploration, extraction, processing, or other activity related to the production of a mineral.
- (5) "Mitigation" means the act of rectifying an impact by repairing, rehabilitating, or restoring the affected environment; reducing or eliminating an impact over time by operations that preserve or maintain the environment; or compensating for an impact by replacing or providing

substitute resource or habitats.

- (6) "Project" means a planned and coordinated action or series of actions addressing an objective consistent with the policy and purpose of the Reclamation and Development Grants Program. A project may consist of problem analysis, feasibility, or design studies, environmental monitoring, remedial action plans or implementation, technology demonstration, research, construction or acquisition of capital facilities, or other related actions.
- (7) "Project type" means a grouping of projects having the same or similar characteristics which distinguishes it from other project types.
- (8) "Public benefits" means those benefits that accrue to citizens as a group and enhance the common well-being of the people of Montana.
- (9) "Public resources" means the natural resources of the state, including air, water, soil, minerals, vegetation, and fish and wildlife, and the economic, social, and cultural conditions of Montana citizens.
- (10) "Qualified" means that an application convincingly demonstrates public benefits, need, and technical and financial feasibility.

#### SUGGESTIONS FOR PREPARING APPLICATIONS

Be clear and concise.

Prepare and submit your proposal well in advance of the deadline date. Completing the application forms is time consuming and the Department cannot consider late proposals.

If you're not sure of your project's eligibility, contact the Department for clarification well in advance of the deadline date.

Set realistic project implementation work schedules.

When you prepare the project budget, expect to work on a reimbursement basis. Normally payments will be tied to specific milestones and will be made only after the work outlined in a milestone is successfully completed.

Don't plan to purchase any materials or undertake any part of your project until you have a signed contract with the Department. The Reclamation and Development Program cannot reimburse any expenses incurred before the contract becomes effective.

Develop the project and proposal carefully and thoroughly. The Department will offer limited assistance in answering questions about the application, but does not have the staffing to develop the proposal.

Public entities submitting proposals should include a statement of support for the project; for example, a resolution passed by the relevant elected body, documentation of local contributions and effort, and community support (individual, organizations), legislative support, etc.

Identify those who will benefit from the project. Include the nature and number of people who will be affected.

Be specific. Show how your project will help alleviate a particular problem or need.

Applicants proposing research projects should contact the appropriate regulatory agencies regarding priorities and possible coordination of effort.

If you are proposing to use public funds, the application must document substantive public benefit.

## APPLICATION FORMS



## GRANT APPLICATION CONTENTS

SECTION I. Grant Application Summary

SECTION II. Project Narrative

I. Checklist Responses

II. Instructions for Responses to Selected  
Sections

SECTION III. Evaluation Criteria

Four copies of your application and supporting documents must be postmarked or hand delivered no later than May 15 of even-numbered years to:

Department of Natural Resources and Conservation  
Conservation and Resource Development Division  
Resource Development Bureau  
1520 East Sixth Avenue  
Helena, MT 59620-2301

For information, please write to the Department or call 444-6668.

This page identifies the sections that must be addressed in your application. Refer to the specific section for information or forms required. Failure to provide all information requested may result in disqualification of that application.





Department of Natural Resources and Conservation  
Reclamation and Development Grants Program

SECTION I  
GRANT APPLICATION SUMMARY

I. APPLICANT INFORMATION

A. Applicant Name \_\_\_\_\_

B. Mailing Address \_\_\_\_\_

C. City, State, Zip \_\_\_\_\_

D. Telephone Number(s): \_\_\_\_\_

E. Contact Person \_\_\_\_\_

1. Address (if different from  
applicant) \_\_\_\_\_

2. Telephone \_\_\_\_\_

F. This grant is requested by a(n) (Check One)

\_\_\_\_\_ State government \_\_\_\_\_ Irrigation district  
unit

\_\_\_\_\_ City, town, or \_\_\_\_\_ Conservation district  
county

\_\_\_\_\_ County water or \_\_\_\_\_ Tribal government  
sewer district

\_\_\_\_\_ Rural improvement \_\_\_\_\_ Other (specify)  
district \_\_\_\_\_  
\_\_\_\_\_

II. PROJECT INFORMATION

A. Project Title \_\_\_\_\_

B. Brief Project Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Category (applicant must check one that to the best of their knowledge describes their project):

\_\_\_\_\_ Mineral Development Impacts  
\_\_\_\_\_ Crucial State Need  
\_\_\_\_\_ Other

C. Estimated date for beginning your project or activity.

\_\_\_\_\_  
month/year

D. Estimated time it will take to complete your project or activity.

E. Project Budget

\*We (the applicant) request a grant  
in the amount of

\$ \_\_\_\_\_

We (the applicant) will contribute this  
amount of our money

\$ \_\_\_\_\_

We have also secured funding from the  
following sources: [List amount and  
name(s) of source(s)] Enter total at right. \$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Project Cost:

\$ \_\_\_\_\_

\*Maximum allowable grant amount is \$300,000.

F. Authorizing Statement

I hereby certify that the information and all  
statements to this application are true, complete, and accurate  
to the best of my knowledge and that the project or activity  
complies with all applicable state, local, and federal laws and  
regulations.

I further certify that this project will comply with  
applicable statutory and regulatory standards protecting  
environmental quality.

I further certify that I (we) am authorized to enter into a binding contract with the Department of Natural Resources and Conservation to obtain a grant if this application receives legislative approval.

\_\_\_\_\_  
Signature and Title of Authorized  
Representative of Public Entity Applicant

\_\_\_\_\_, 19\_\_\_\_  
Date



Department of Natural Resources and Conservation  
Reclamation and Development  
Grants Program

SECTION II  
PROJECT NARRATIVE

At a minimum, the project narrative must contain the information requested below. Please make sure your responses to each section (A,B,C, etc.) are arranged in the listed order. Consider in your responses the evaluation criteria outlined on pages 31-33. Instructions for responding to selected sections begin on page 23.

I. Checklist

- Section A. A project abstract that summarizes the objectives, general nature and plan for undertaking the project. Limit to less than two pages.
- Section B. A clear statement of the problem to be addressed, the project's purpose, and the specific objectives to be accomplished. (Note: In this section, applicants in the crucial state need category must document the analysis outlined on pages 6-7).
- Section C. A discussion of the history of the problem to be addressed by the project and all previous work that addressed this problem.
- Section D. A thorough discussion of the need for the project and its urgency.

- Section E. A description of the technical or study alternatives considered and the reason the proposed project was selected.
- Section F. A thorough technical description of the proposed project and its implementation plan (include work statement, and all major tasks and activities). See page 24 (4).
- Section G. A schedule (preferably in chart form) for completing each phase of the project.
- Section H. A project budget narrative. (See pages 24-30 for required forms and instructions.)
- Section I. A description of the final project results, how they would be used, and by whom.
- Section J. Public benefits to be provided by the project. (See page 31.)
- Section K. A discussion of the positive or negative effects the project would have on water quantity and quality, soils, vegetation, wildlife, and other natural resources. This discussion should relate to the environmental checklist required in Section O.
- Section L. A discussion of any solutions to community or statewide needs that your project may offer.
- Section M. A description of how the project's success will be evaluated.
- Section N. Qualifications. (See page 31.)

Section O. Environmental impact. (See page 31.)

Section P. Liable party. (See page 31).

## II. Instructions for Responding to Selected Sections

### Section F. Technical Description and Implementation Plan

You are urged to submit as much relevant, sound documentation about the project as possible. At the minimum, you should include:

1. Appropriate data on the natural features of the project area such as soils, vegetation, geology, and hydrology. Send any completed technical reports and studies pertaining to the project. Any literature citations must be appended to the proposal. All engineering design work submitted for construction projects should name the design standards used and be prepared by a professional engineer licensed to practice in Montana. The Department may exempt the professional engineer requirement if work is performed by an individual experienced in the project field following designs established by a professional engineer.
2. A clearly legible map that locates the project or activity on an aerial photo or topographic base, and shows sections, townships, and ranges. Identify recorded mineral and surface owners, all proposed construction sites, and location of proposed activities. Include location of any historical or archaeological sites. Title all maps and include a scale and a north arrow. For construction projects, photographic documentation (35mm color slides) depicting the site conditions before construction is



required.

3. Verification of any deeds, easements, or right-of-way agreements that will be required for your project, or describe property agreements that will be needed before beginning the project. Water right certificates, proof of use rights, or acknowledgment of water right claims should also be included. Some construction projects may require other permits, eg. 404 permit, 310 permit etc. Prepare a list of permits you have obtained or must obtain to complete the project.

4. Implementation and Work Statement

The work statement is an important part of the proposal. If the project is funded, this section will be the basis for the contract agreement between you and the Department. Provide a detailed statement of how the work will be accomplished. This statement must include:

- (A) A clear and concise description of the work to be accomplished.
- (B) The tasks and activities required to accomplish the work.
- (C) A detailed approach or procedure for accomplishing each task and activity.
- (D) A description of specific products for each task and activity.
- (E) Identification of any work contingent on seasonal changes or the coordination of other events (e.g., planting a test plot in spring).

## Section G. Budget Narrative and Forms

Using the description of the budget categories that follow,

complete the Project Budget Summary Sheet on page 24 and the Budget Detail Sheets on pages 25-27. Use additional pages if necessary. The budget should be tied to the tasks found in the work description and implementation plan; grantees normally will work on a reimbursement basis and will be paid upon approved completion of work.

Identify all funding sources for your project. Describe your efforts to secure those funding commitments. If you applied to other funding agencies, give the date of the application, when a funding decision is expected, and state whether it is a grant or loan request. State the amount of money you will provide and describe your in-kind contributions. If local community funds are contributed, indicate whether they are general revenues or loans. If you plan to borrow from the private sector, fully describe your borrowing plans. Include in the financial feasibility narrative any other information that will be helpful in assessing the financial commitment to completing the project.



## DESCRIPTION OF BUDGET CATEGORIES

### Salaries and Wages

Identify each grantee employee required to complete this project. List all participants by name and position, or by position only if not yet hired. List the estimated number of hours each employee will work and the hourly wage rate. Include in this category clerical, bookkeeping and other support staff services.

### Employee Benefits

Enter the employee benefits to be paid and the rate or method by which they were calculated.

### Contracted Services

Identify any services to be provided by others hired under contract for professional services or construction. This category includes, but is not limited to, electrical, plumbing, and construction expertise, labor, materials, equipment, data processing, printing, film developing, and laboratory testing. List each specific service to be performed and the wage rate associated with it. Construction services contracts may include up to a 10 percent contingency to cover unexpected expenses.

### Supplies and Materials

List all office supplies, building materials, or parts necessary to prepare, conduct, or construct this project. These items are generally consumable commodities purchased for inventory or immediate use and cost less than \$250 per unit. List the costs of all items.

### Communications

Include telephone, postage, mailing, and advertising costs in this category.

### Travel

List only costs for travel that is essential to conduct the project. Detail the expected travel destination, the purpose of the travel, the number of people traveling, and the number of trips to be made. Travel rates may not exceed the current state employee rates for meals, lodging and travel.

### Rent and Utilities

List the terms and costs associated with buying or renting office space, storage, computer rental, other office equipment use, additional project space requirements and applicable utility expenses.

### Equipment

Include in this category articles leased or purchased for use on the project. These items generally are of a non-consumable nature and have an estimated life of more than one year and a cost greater than \$250. List all necessary items and their costs.

### Miscellaneous Costs

Identify any miscellaneous costs required to complete the project. List any other project costs, such as repairs or maintenance, that have not been addressed in other budget categories. The Department will not pay interest on loans taken out to cover grant operating expenses.

### Indirect Costs

Indirect costs are not eligible.

# PROJECT BUDGET SUMMARY SHEET

COST CATEGORY	DNRC COST TOTAL	PROPOSER	OTHER OUTSIDE	TOTAL
	(FROM BUDGET DETAIL SHEETS)	CONTRIBUTION	SOURCES	
1. SALARIES AND WAGES				
2. EMPLOYEE BENEFITS				
3. CONTRACTED SERVICES				
4. SUPPLIES & MATERIALS				
5. COMMUNICATIONS				
6. TRAVEL				
7. RENT & UTILITIES				
8. EQUIPMENT				
9. MISCELLANEOUS				
TOTAL	\$			

# BUDGET DETAIL SHEET

CATEGORY	DNRC	PROPOSER CONTRIBUTION	OTHER SOURCE	TOTAL
----------	------	--------------------------	-----------------	-------

1. SALARIES AND WAGES

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TOTAL SALARIES AND WAGES	\$			
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2. FRINGE BENEFITS

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TOTAL FRINGE BENEFITS	\$			
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3. CONTRACTED SERVICES

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TOTAL CONTRACTED SERVICES	\$			
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# BUDGET DETAIL SHEET

CATEGORY	DNRC	PROPOSER CONTRIBUTION	OTHER SOURCE	TOTAL
----------	------	--------------------------	-----------------	-------

## 4. SUPPLIES AND MATERIALS

TOTAL SUPPLIES AND MATERIALS		\$		
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## 5. COMMUNICATIONS

TOTAL COMMUNICATIONS		\$		
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## 6. TRAVEL

TOTAL TRAVEL		\$		
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## 7. RENT AND UTILITIES

TOTAL RENT AND UTILITIES		\$		
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# BUDGET DETAIL SHEET

CATEGORY	DNRC	PROPOSER CONTRIBUTION	OTHER SOURCE	TOTAL
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## 8. EQUIPMENT

TOTAL EQUIPMENT		\$		
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## 9. MISCELLANEOUS COSTS

TOTAL MISCELLANEOUS COSTS		\$		
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Section J. Public Benefits

Please incorporate into your responses discussion relative to the specific public benefit criteria on page 31; this information will be key to the ranking of your project.

Section N. Qualifications

The applicant must include an organizational chart or narrative for the project that shows the name of the project manager, contact person, and key personnel. Include resumes for key project staff. If consultants or subcontractors are to be used, explain the specific need for their expertise and, if available include resumes for key sub-contracting personnel. Include a list of similar projects that were either completed by the proposer or are currently underway. Describe the location of the proposed work and nature of the facilities and/or equipment provided.

Section O. Environmental Impact

All Reclamation and Development Program grants are subject to the Montana Environmental Policy Act (MEPA). This statute seeks to avoid or mitigate adverse impacts on the environment by requiring careful consideration of the potential impacts of a proposed project. Applicants are encouraged to be sensitive to potential environmental impacts during the initial project planning stage in order to avoid problems that could delay or prevent project implementation. On pages 39-40 is a Preliminary Environmental Checklist which must be completed by the applicant. The Department will review the preparer's comments and prepare its own environmental assessment to determine the

appropriateness or necessity for further information.

Section P.      Liable Party

Liability may arise under the regulatory statutes or rules of a state or federal agency, such as the Board of Oil and Gas Conservation, Department of State Lands, Department of Health and Environmental Sciences, U.S. Forest Service, U.S. Bureau of Land Management, or the Environmental Protection Agency.

If the project or activity proposed is, or may have been, governed by regulatory rules or statute, the applicant must obtain an opinion on possible liability from the appropriate regulatory agency. This opinion must address whether it is reasonably likely that any party will be held liable. If the responding agency can not make that determination, either because liability exists, or is unclear, or because the agency's enforcement policy may change, an application for grant funding will be declared ineligible.

Liability may arise under other conditions. In order for the Department to determine the existence of non regulatory liability, the applicant must furnish the following information at the time of application submittal:

1.    What is the legal description of the site?
2.    Who is the current owner? This information is available from records at the county courthouse.

3. When did the damage occur?
4. Who was the owner/operator at that time? Provide as much identifying information as possible.
5. Have there been subsequent owner/operators? Provide as much identifying information as possible.
6. Who has been paying the taxes on the property over the past 10 years? This information is available at the county tax assessor's office.
7. An affirmation from the current landowner(s) that a nuisance action is not currently pending.



RECLAMATION AND DEVELOPMENT GRANTS PROGRAM  
EVALUATION CRITERIA

Reclamation and Development Grants Program applications that meet review and screening requirements will be evaluated according to the following criteria and may be assigned a maximum of 215 points.

	Maximum
1. Public Benefits	<u>90 pts</u>
2. Need and Urgency	<u>50 pts</u>
3. Appropriateness of Technical Design	<u>40 pts</u>
4. Financial Feasibility	<u>15 pts</u>
5. Project Management/Organization	<u>20 pts</u>
Total Maximum Points	<u>215 pts</u>

NOTE: Not all applications may be ranked or recommended for funding. The Department, after appropriate review and evaluation, may recommend that projects receiving overall sub-standard scores not be funded.





### SECTION III.

The following criteria will be used to rank your project. You are requested to identify the specific page number(s) in your project narrative that provide the information needed to rate your response to the criterion. In this manner, applicants should have a better sense of which portions of the project narrative should be given expanded effort.

#### RECLAMATION AND DEVELOPMENT GRANTS PROGRAM EVALUATION CRITERIA

(must be completed by all applicants)

Page #                      In the space provided, identify the specific page number(s) that contains the information relative to the criteria.

1. Public Benefits

This criterion will consider:

- \_\_\_\_\_ - the degree to which the project repairs, reclaims, or mitigates environmental damage to public resources from mineral development
- \_\_\_\_\_ - the degree to which the project develops and ensures the quality of public resources
- \_\_\_\_\_ - the degree to which the project protects the public health, safety, and welfare
- \_\_\_\_\_ - the degree to which all Montanans benefit from the project
- \_\_\_\_\_ - the degree to which the project prevents property damage
- \_\_\_\_\_ - the degree to which jobs are created by the project
- \_\_\_\_\_ - the degree to which the project conserves natural resources
- \_\_\_\_\_ - the degree to which project benefits are certain and long-term
- \_\_\_\_\_ - the degree of economic benefit from the project

2. Need and Urgency

This criterion will consider:

- the degree to which information submitted identifies the need, who is affected, and how
- the immediacy of the need or problem, including the cause of the problem and how long it has existed
- the impact of no action
- the severity of the problem and the extent of the problem area
- the number and type of public resources affected

3. Appropriateness of Technical Design

This criterion will consider:

- the cost-effectiveness of the project compared with other alternatives
- soundness of the technical design
- the degree to which the applicant has developed a well-reasoned, achievable strategy for dealing with an identified need or problem
- the degree to which project results are attainable and effective
- the level of documentation demonstrating the problem or need

4. Financial Feasibility

This criterion will consider:

- the reasonableness, clarity, and completeness of the project budget
- the degree of non-state matching contributions
- the degree of applicant's contributions

5. Project Management/Organization

This criterion will consider:

- the degree to which the applicant evidences ability to implement approaches resulting in effective and efficient work performance.
- the applicant's past record of performance.
- the skills, qualifications and experience of the project manager, key personnel, sponsors, and contractors in the appropriate field.



DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION  
RECLAMATION AND DEVELOPMENT GRANTS PROGRAM

ENVIRONMENTAL CHECKLIST

Project ID \_\_\_\_\_ Applicant \_\_\_\_\_  
 Address \_\_\_\_\_  
 Project Description \_\_\_\_\_  
 Name of Person Preparing \_\_\_\_\_ Completed \_\_\_\_\_

POTENTIAL IMPACTS ON PHYSICAL ENVIRONMENT  
(state whether adverse or beneficial)

	Major	Mod- erate	Minor	None	Un- known	Comments
1. Topography						
2. Geology: stability						
3. Soils: quality, quantity, distribution						
4. Water: quality, quantity, distribution						
5. Air: quality						
6. Terrestrial, avian & aquatic: species & habitats						
7. Vegetation: quantity, quality, species						
8. Agriculture, grazing, crops, production						
9. Unique, endangered, fragile, or limited environmental resources						
10. Demands on environmental resources of land, water, air & energy						
11. Historical & archaeological sites						
12. Aesthetics						

POTENTIAL IMPACTS ON HUMAN ENVIRONMENT

	Major	Mod- erate	Minor	None	Un- known	Comments
1. Social structures & mores						
2. Cultural uniqueness, diversity						
3. Population: quantity & distribution						
4. Housing: quantity & distribution						
5. Human health & safety						
6. Community & personal income						
7. Employment: quantity & distribution						
8. Tax base: local & state						
9. Government services: demand on						
10. Industrial, commercial, & agricultural activities						
11. Recreation & wilderness						
12. Environmental plans & goals, local & regional						
13. Demands for energy						
14. Transportation networks & traffic flows						

List any groups or agencies contacted:

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*MONTANA DEPARTMENT OF NATURAL RESOURCES & CONSERVATION*



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